

### Schools That Are Required to Take Attendance

Withdrawal Type	Circumstance	Withdrawal Date	Date the School Determines that the Student Withdrew <sup>1</sup>
Official Notification	The student begins the school's withdrawal process.	The last date of academic attendance, established by the school's attendance records	The <b>later</b> of: <ul style="list-style-type: none"> <li>the student's withdrawal date or</li> <li>the date of the official withdrawal notification</li> </ul>
Official Notification	The student otherwise provides official notification to the school of the intent to withdraw.	The last date of academic attendance, established by the school's attendance records	The <b>later</b> of: <ul style="list-style-type: none"> <li>the student's withdrawal date or</li> <li>the date of the official withdrawal notification</li> </ul>
Official notification is <b>not</b> provided.	The student does not provide official notification because of circumstances beyond the student's control.	The last date of academic attendance, established by the school's attendance records	The date the school becomes aware that the student has ceased attendance
Official notification is <b>not</b> provided.	All other instances where the student withdraws without providing official notification	The last date of academic attendance, established by the school's attendance records	The date the school becomes aware that the student has ceased attendance
Leave of absence	The student does not return from an <b>approved</b> leave of absence.	The last date of academic attendance, established by the school's attendance records	The <b>earlier</b> of: <ul style="list-style-type: none"> <li>the date the approved leave of absence ends or</li> <li>the date the student notifies the school that he or she is not returning to school</li> </ul>
Leave of absence	The student takes an <b>unapproved</b> leave of absence	The last date of academic attendance, established by the school's attendance records	The date the student began the leave of absence
Withdrawal after rescission of official notification	The student withdraws after rescinding a previous official notification of withdrawal.	The last date of academic attendance, established by the school's attendance records	The date the school becomes aware that the student did not, or will not, complete the payment period or period of enrollment

<sup>1</sup>For a student who withdraws without providing notification, the school must determine the withdrawal date no later than 30 days after the **earlier** of 1) the end of the payment period or period of enrollment, as applicable, 2) the end of the academic year, or 3) the end of the program.